

3 West personnel list for LSS Activation

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Analytical Chemistry  
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*CT/Env Chem*  
Jennifer Jenner  
Gloria Cheng  
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Bruce Hannon  
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*Lead Lab*  
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*Drug Lab*  
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Zhi Tan  
Michael Lawler  
James Hanchett  
Nicole Medina  
Kate Corbett  
Daniel Renczkowski  
Peter Piro  
Mai Tran  
Annie Dookhan (Khan)  
Lisa Glazer  
Stacey DesJardins (Feiden)  
Daniella Frasca

Central Laboratory Services  
John Gallagher- Glassware card only  
John Conley- Glassware card only  
Alan Borne  
Suzanne Govan  
Lemuel Belgrade  
Marie Preval  
Juanita Govan  
Richard Borsari

Central Services  
Paul Walsh  
Andre Parris- supply delivery  
?? Accounting/Purchasing employees

Information Technology  
William Dole  
Warren Erskine  
Michael Normand  
Ramana Reddy  
Prabhu Elumalai  
Gunasundari Veerapandian  
Vince Regina  
Ping Zou  
Sada Basani  
Keith Nystrom

BHQM Nancy O'Leary (drug inspector)  
BEH  
Kim Foley (FPP)  
Tara Harris (FPP)

UMASS personnel  
(facilities, housekeeping, security)

Implementation Checklist  
3 WEST

**A. Internal customers**

1. **3 West LSS activation for personnel already onboard**
  - a. Identify personnel for 3 West access card activation (Completed)
  - b. Identify 3 West personnel who haven't had LSS Floor training in the past
  - c. Perform LSS floor training as needed and complete acceptance agreement
  - d. Personnel being activated: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info
  - e. 'All hands: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info
  - f. Apply 3 West to access cards (and as applicable 3 East)
  - g. Post signs at 3 West elevator lobby door and stairwell 1 door regarding secured area and access procedures, **What is contact phone number for access?**
  - h. 'Power up 3 West doors/ Date:
2. **Develop and Implement 3 West access request procedure for subsequent personnel**
  - a. Update UMASS Security Access Form (yellow sheet).  
Add "Tower- 3rd Floor West (Rooms # - #)" to form
  - b. How to request access, identify DPH Lab officials who will approve access requests
  - c. 'Notify DPH LSS Manager of personnel approved for access
  - d. Complete LSS Floor training
  - e. Activate access
  - f. Report departures to LSS Manager
  - g. Update sop SA.001 regarding addition of 3 West as restricted access floor

**B. External customers/Law Enforcement/Visitors**

1. Prepare appropriate number of "Visitor- D.A.L." access cards for use
2. Apply 3 West and 3 East access to cards
3. Implement revised UMMS Security "Police Log" for sign-in/out and tracking of visitor access cards
4. Review revised Drug Analysis Lab visitor procedure with UMMS Security personnel
5. Create information sheet for law enforcement D.A.L. visitors at UMMS Security Desk explaining access procedures using elevator, or stairwell exit if necessary (if elevator down, egress via 3 West and 3 East)